

11 SEP 1972

Support Chief

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Leave of Absence for Employees to Accompany
Spouses to Other Geographic Areas

1. This memorandum contains a recommendation for your approval in paragraph 5.

2. At the 22 September 1971 meeting of the Deputies it was agreed that the Agency should revise its policy concerning the status of employees accompanying spouses overseas. The current policy provides for 90 days leave without pay for the accompanying spouse, granted to avoid a break in service if contract employment at the post is a possibility. If such employment is not possible, the accompanying spouse resigns at the conclusion of the 90 days leave without pay. The Deputies agreed upon a new policy comparable to that of the Department of State. The Department provides for leave without pay for the accompanying spouse for the duration of one full tour of duty.

3. Although the recommended change in policy was not put into effect following the 22 September 1971 Deputies Meeting, it is now requested that reconsideration and approval be given to the new procedures.

4. The attached revisions to contain the substance 25X1 of the agreement among the Deputies to grant leave without pay to employees who accompany their spouses to Agency field assignments. Briefly the revisions are:

a. The Head of the appropriate Career Service and the Director of Personnel will carry the spouse on leave without pay for a maximum period of three years. Should the spouse accept contract employment overseas, leave

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without pay status will be preserved by a clause in the contract in the event it becomes necessary for the employee to revert to leave without pay before the three-year period is up.

b. The staff employee spouse will sign a Memorandum of Understanding before the leave without pay action becomes effective. In signing the Memorandum of Understanding, the spouse agrees to the three-year maximum period for leave without pay status and to the understanding that if services are not required upon return to Headquarters staff employment will terminate.

c. Wives whose husbands are not associated with the Agency and who leave to accompany husbands to new locations may be carried in a leave status for 90 days provided such action is in the best interests of the Agency. 25X1

5. It is recommended that the revisions to [] Leave of Absence to Permit Agency Employees to Accompany their Spouses to Other Geographic Areas, and the attached Memorandum of Understanding, Upon Being Granted Leave Without Pay to Accompany Spouses to Field Installations, be approved for publication.

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Harry B. Fisher
Director of Personnel

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Atts

The recommendation contained in paragraph 5 is approved.

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W. E. Colby

Executive Director-Comptroller

5 Oct
Date

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